

**Town of Groton
Board of Assessment Appeals
October 1, 2011 Grand List
March 30, 2012 Session Minutes**

The Board of Assessment Appeals met on Friday, March 30, 2012 at the Groton Town Hall. Members in attendance were Chairman Charles Stevens, Jim Mitchell and Paul Duarte. The meeting was called to order at 9:00 a.m. by the chairman. The board will sit for appeals on the October 1, 2011 Grand Lists and the October 1, 2010 Supplemental Motor Vehicle Grand List.

Property Owner: Robert Osieski, 311 East 72 No St, New York City
 Property Location: 316 West Shore Ave, PIN 260710255817
 Appeal Date: 3/10/2012 with Stevens
 Board Decision: 3/30/2012 - Stevens made a motion for no change as an influence factor has already been applied to the land. The motion was seconded by Duarte and passed unanimously.
 R2011 Acct# 308330 Orig. Assmt: \$784,420
 Mailed date: 4/2/2012

Property Owner: William Low & Elizabeth Stone Trustees, Longmeadow MA
 Rep. by James Low
 Property Location: 226 West Shore Avenue, Pin 260714342042
 Appeal Date: 3/14/2012 with Duarte
 Board Decision: 3/30/2012 – The board reviewed the evidence and testimony provided by the representative and noted that the view is limited and restricted. Duarte made a motion to change the land influence factor from +25% to +15%. The motion was seconded by Stevens and passed unanimously.
 R2011 Acct#306687 Orig. Assmt: \$490,840 Adj. Assmt: \$463,610
 Mailed date: 4/3/2012

Property Owner: Jane & John Keleher, 4 Glenn Hollow, West Hartford, CT
 Property Location: 298 West Shore Avenue, PIN 260710258518
 Appeal Date: 3/14/2012 with Stevens
 Board Decision: 3/30/2012 – The board reviewed the photographs and testimony provided by the owner. Stevens made a motion to leave the building grade as stated but to change the condition & CDU to Average. The motion was seconded by Duarte and all the members voted in agreement.
 R2011 Acct# 305848 Orig. Assmt: \$752,150 Adj. Assmt: \$733,110
 Mailed date: 4/3/2012

Property Owner: 245 West Shore Avenue, LLC, c/o Luigi Vasquez CPA, 20
Waterside Drive, Suite 101, Farmington, CT
Rep. Atty. Valdis Vinkels

Property Location: 245 West Shore Avenue, PIN 260714341427

Appeal Date: 3/14/2012 with Duarte

Board Decision: 3/30/2012 – The board noted that the subject property is direct waterfront with no public boardwalk or beach running between the site and the water. The representative provided comparable sales which were not direct waterfront, but rather separated from the water by the boardwalk or a road. The board also noted that the homes on these sites were not of the same quality and condition as the subject property. Duarte made a motion for no change and was seconded by Mitchell. The motion passed unanimously.

R2011 Acct#300029 Orig. Assmt: \$1,251,180

Mailed date: 4/2/2012

Property Owner: Kathleen Murgio, c/o BKM Inc., 300 E River Drive, East Hartford,
Rep. Atty. DeFrancesca, Peter Murgio

Property Location: 241 West Shore Avenue, PIN 260714340471

Appeal Date: 3/14/2012 with Stevens

Board Decision: 3/30/2012 – The board reviewed the information provided by the representative, which included an appraisal and a purchase order for the modular home specification sheet. The board noted that many items were to be completed by the owner during construction. Stevens made a motion for no change based on a review of the evidence, testimony and review of the sales used in the appraisal. The motion was seconded by Duarte and passed unanimously.

R2011 Acct# 307770 Orig. Assmt: \$2,089,920

Mailed date: 4/2/2012

Property Owner: Katherine Godbout Trustee
Rep. Donald DiFrancesca

Property Location: 238 West Shore Avenue, PIN 260714342229

Appeal Date: 3/14/2012 with Mitchell

Board Decision: 3/30/12 – The board reviewed the evidence and testimony provided by the representative. Mitchell made a motion for no change in value and was seconded by Stevens. The motion passed unanimously.

R2011 Acct# 304314 Orig. Assmt: \$696,710

Mailed date: 4/2/2012

Property Owner: Peter Joyce, 20 Winthrop Hill Road, Ivoryton, CT

Property Location: 234 West Shore Avenue, PIN 260714342222

Appeal Date: 3/12/2012 with Mitchell

Board Decision: 3/30/2012 – The board reviewed the evidence and testimony provided by the owner and deemed the value is appropriate. Stevens made a motion for no change and was seconded by Duarte. The motion passed unanimously.

R2011 Acct#305708 Orig. Assmt: \$597,870

Mailed date: 4/2/2012

Monteiro Arrived at 10:00 a.m.

Property Owner: Suzanne & Jeffrey Walker, 15 Central Park West, Apt 14D, NYC
Rep. John Casey
Property Location: 271 West Shore Avenue, PIN 260710350079
Appeal Date: 3/17/2012 with Monteiro
Board Decision: 3/30/12 – Monteiro made a motion based on the testimony and review of other properties in the area for no change in value. The motion was seconded by Stevens and all members voted in agreement.
R2011 Acct# 311625 Orig. Assmt: \$546,210
Mailed date: 4/2/2012

Property Owner: Suzanne & Jeffrey Walker, 15 Central Park West, Apt 14d, NYC
Rep. John Casey
Property Location: 0 West Shore Avenue, PIN 260710259480
Appeal Date: 3/17/2012 with Monteiro
Board Decision: 3/30/12 – The board noted that the subject is a vacant building lot with frontage on the lagoon. Monteiro made a motion for no change in value and that the value on the property is appropriate. The motion was seconded by Stevens and passed unanimously.
R2011 Acct#311623 Orig. Assmt: \$653,100
Mailed date: 4/2/2012

Property Owner: Ami & Mark Belsky, 15 Wyngate Dr, Avon CT
Property Location: 232 West Shore Ave, Pin 260714342137
Appeal Date: 3/8/2012 with Stevens
Board Decision: 3/30/2012 – The board reviewed the testimony and noted that no evidence was presented regarding the quality of the view in opposition of the town's assessment. Stevens made a motion for no change and was seconded by Stevens. The motion passed unanimously.
R2011 Acct# 300895 Orig. Assmt: \$802,760
Mailed date: 4/2/2012

Property Owner: Rick & Susan Norris, P O Box 3571, Groton
Property Location: 224 West Shore Ave, Pin 260714332947
Appeal Date: 3/8/2012 with Stevens
Board Decision: 3/30/2012 – The board reviewed the evidence, testimony and photographs provided by the owner. Stevens made a motion to change the grade of the dwelling from a C+ to a C and change the CDU to average. The motion was seconded by Monteiro and all members voted in agreement.
R2011 Acct# 308134 Orig. Assmt: \$419,650 Adj. Assmt: \$403,760
Mailed date: 4/3/2012

Property Owner: Michael Katzenstein, 3 East 84th St, 3rd Fl., NYC
 Property Location: 221 West Shore Avenue, PIN 260714330859
 Appeal Date: 3/17/12 with Duarte
 Decision date – 3/30/2012 – The board noted that the property was purchased by the owner for \$2,310,000 on 6/7/10 and that the appraisal supplied by the property owner supports the towns appraised value. Duarte made a motion for no change in value and was seconded by Stevens. The motion passed unanimously.
 R2011 Acct# 305817 Orig. Assmt: \$1,484,700
 Mailed date: 4/2/2012

Property Owner: Joseph Butterfield & Nancy Dornenburg, 2374 Transit Court, Rochester NY
 Property Location: 0 West Shore Ave, PIN 260710256772
 Appeal Date: 3/10/2012 with Mitchell
 Board Decision: 3/30/2012 – The board noted that there is already a -25% influence factor on the land. Mitchell made a motion for no change and was seconded by Monteiro. All members voted in agreement.
 R2011 Acct# 301648 Orig. Assmt: \$517,020
 Mailed date: 4/2/2012

Property Owner: Janis Calderwood, 29 Delancy Avenue, Pittsfield, MA
 Property Location: 15 Clubhouse Point Road, PIN 260714435627
 Appeal Date: 3/14/2012 with Monteiro
 Board Decision: 3/30/2012 - Monteiro made a motion based on a review of the condition of the dwelling to adjust the grade of the dwelling from B to B-, and to change the CDU from very good to average. The motion was seconded by Mitchell and all members voted in agreement.
 R2011 Acct# 301690 Orig. Assmt: \$755,370 Adj. Assmt: \$715,400
 Mailed date: 4/3/2012

Property Owner: Alice Butler, P.O. Box 3281, Groton Long Point, CT
 Represented by Elizabeth Thorp
 Property Location: 4 Clubhouse Point, PIN 260714437512
 Appeal Date: 3/17/2012 with Duarte
 Board Decision: 3/30/2012 – Based on a review of building definitions and the testimony presented by the appellant and information provided on the property card, Duarte made a motion to adjust the building grade from B+ to B, and to change the CDU from very good to good. The motion was seconded by Stevens and passed unanimously.
 R2011 Acct# 301631 Orig. Assmt: \$1,235,850 Adj. Assmt: \$1,198,540
 Mailed date: 4/3/2012

Property Owner: Ludwig & Doris Pulaski
 Property Location: 224 Shore Avenue (City), Pin 168707589920
 Appeal Date: 3/12/2012 with Monteiro
 Board Decision: 3/30/2012 – The board reviewed the information provided by the homeowner. Monteiro made a motion after comparison to the comparable properties, in particular 240 Shore Road (City), to change the dwelling grade from A- to B+; to change the dwelling condition from average to good, and the dwelling CDU from good to very good. Stevens seconded the motion and it passed unanimously.
 R2011 Acct#309005 Orig. Assmt: \$444,780 Adj. Assmt: \$409,220
 Mailed date: 4/3/2012

Property Owner: Richard & Donna Grimaldi
 Property Location: 159 South Shore Ave, PIN 260714436761
 Appeal Date: 3/12/12 with Stevens
 Decision Date: 3/30/2012 – The “per sq. ft. land value” analysis has no bearing on the accuracy of the land value as determined by the revaluation company. Stevens made a motion for no change in value and was seconded by Duarte. The motion passed unanimously.
 R2011 Acct# 304557 Orig. Assmt: \$1,416,660
 Mailed date: 4/2/2012

Property Owner: Jill H Bach, 194 South Shore Ave, Groton
 Property Location: 194 South Shore Ave, Pin 260714336999
 Appeal Date: 3/14/2012 with Monteiro
 Board Decision: 3/30/2012 - Monteiro made a motion to change the influence factor on the land from -5% to -10%, in order to allow for the fact that the property is bounded on three sides by pavement. The motion was seconded by Stevens and all the members voted in agreement.
 R2011 Acct# 300583 Orig. Assmt: \$984,130 Adj. Assmt: \$956,970
 Mailed date: 4/3/2012

Property Owner: James & Patricia Egan, 198 South Shore Ave, Groton
 Property Location: 198 South Shore Ave, Pin 260714335965
 Appeal Date: 3/12/2012 with Monteiro
 Board Decision: 3/30/12 – The board noted that the renovations made as part of the interior renovations were due to hardship. They also noted that there was an entry and sign in September 2011. They noted that the grade, condition and CDU are appropriate and appears to be at fair market value without specific regard to any modification in regards to handicap accessibility. Monteiro made a motion for no change and was seconded by Stevens. The motion passed unanimously.
 R2011 Acct# 303333 Orig. Assmt: \$966,490
 Mailed date: 4/2/2012

Property Owner: E. Magruder & Helen M Passano, Baltimore MD
 Rep. by Atty. Donald DiFrancesca
 Property Location: 8 Weston Rd., Pin 260714330581
 Appeal date: 3/8/2012 with Monteiro
 3/30/2012 – The board reviewed values of adjoining properties. The board noted that the value appears appropriate for its size and location. Monteiro made a motion for no change and was seconded by Stevens. All members voted in agreement.
 R2011 Acct# 308508 Orig. Assmt: \$2,688,070
 Mailed date: 4/2/2012

The board member took a recess from 12:30 p.m. to 1:07 p.m.

Property Owner: Nancy Salerno, 66 East Shore Ave, Groton
 Property Location: 66 East Shore Ave, PIN 260710467450
 Appeal Date: 3/10/2012 with Monteiro
 Board Decision: 3/30/2012 – The appellant made an argument that other properties in the area declined in the value and that theirs increased. The board noted that these properties did not decrease but rather increased in value, as did the subject property. The board reviewed values of other properties in the neighborhood and felt that the value appears appropriate for the subject. Monteiro made the motion for no change in value, which Duarte seconded and all the members voted in agreement.
 R2011 Acct# 309691 Orig. Assmt: \$729,260
 Mailed date: 4/2/2012

Property Owner: Alicia Primer, 179 Church St., Weston, MA
 Property Location: 72 East Shore Avenue, PIN 260710466288
 Appeal Date: 3/17/2012 with Monteiro
 Board Decision: 3/30/2012 – The board noted the condition of the dwelling and that it is for seasonal use only with no heat. Monteiro made a motion to change the dwelling grade from C+ to C-, and to change the CDU from very good to average. The motion was seconded by Stevens and all the members voted in agreement.
 R2011 Acct# 308976 Orig. Assmt: \$601,230 Adj. Assmt: \$561,890
 Mailed date: 4/3/2012

Property Owner: Peter Pappas, 33 Island Circle South, Groton
 Property Location: 33 Island Circle South, PIN 260709271074
 Appeal Date: 3/12/2012 with Monteiro
 Board Decision: 3/30/2012 – The owner provided an analysis of average sale prices without accounting for invalid estate sales, short sales or between comparable properties. The board noted that the analysis is not an indicator of the accuracy of the assessed value assigned by the town. Based on the review of evidence and testimony the property appears to be appropriately valued. A motion for no change in value was made by Monteiro and seconded by Stevens, all members voted in agreement.
 R2011 Acct#308444 Orig. Assmt: \$751,800
 Mailed date: 4/2/2012

Property Owner: Gerard & Karen Carrier, 4 Ridge St, Groton
 Property Location: 4 Ridge Street, PIN 260710451134
 Appeal Date: 3/17/2012 with Monteiro
 Board Decision: 3/30/2012 – Monteiro made a motion for no change after review of other properties in the area and also considering the adjustments which were already made by the revaluation company. Stevens seconded the motion and all the members voted in agreement.
 R2011 Acct# 301815 Orig. Assmt: \$542,780
 Mailed date: 4/2/2012

Property Owner: Thomas & Kristen Sullivan, 9 Sound Breeze Ave, Groton
 Property Location: 9 Sound Breeze Avenue, PIN 260710466803
 Appeal Date: 3/17/2012 with Monteiro
 Board Decision: 3/30/2012 – The board reviewed the evidence and testimony by the owner and also reviewed previous board decisions. Monteiro made a motion to change the grade of the dwelling from B+ to B, and the dwelling CDU from very good to good. Mitchell seconded the motion and all the members voted in agreement.
 R2011 Acct# 310869 Orig. Assmt: \$552,020 Adj. Assmt: \$518,070
 Mailed date: 4/3/2012

Property Owner: Shennecossett Yacht Club Inc., c/o RB Kent, P.O. Box 967,
 Groton, CT
 Represented by Mark Jakan
 Property Location: 1010 Shennecossett Road, Pin 168708879845
 Appeal Date: 3/14/2012 with Monteiro
 Board Decision: 3/30/2012 – Stevens made a motion to reduce the marina land line by -40% to account for the land area which is not usable. The motion was seconded by Monteiro with all members voting in agreement.
 R2011 Acct# 310082 Orig. Assmt: \$4,310,810 Adj. Assmt: \$3,722,810
 Mailed date: 4/3/2012

Property Owner: L. James & Yolanda Carroll, P.O. Box 3424, Groton
 Property Location: 23 Prospect Street, Pin 260714446938
 Appeal Date: 3/17/2012 with Duarte
 Board Decision: 3/30/2012 – The board reviewed the information provided which included a per sq. ft. analysis of properties in the area. Average property values in the area indicate that some properties increase at a different rate and is not a valid indicator of value for the subject property. The chairman made a motion for no change and that the value as represented by the town appears appropriate. The motion was seconded by Monteiro and all the members voted in agreement.
 R2011 Acct# 301826 Orig. Assmt: \$687,960
 Mailed date: 4/2/2012

Monteiro left at 2:15 p.m.

Property Owner: Olive Johnson Trust, 3211 Regatta Pt. Ct., Midlothian, VA
Rep. Eric Johnson/Jim Carroll
Property Location: 89 Sound Breeze Avenue, PIN 260714442612
Appeal Date: 3/17/2012 with Duarte
Board Decision: 3/30/2012 – The motion for no change in value was made by Duarte and was seconded by Mitchell; to which all members voted in agreement.
R2011 Acct# 305644 Orig. Assmt: \$421,120
Mailed date: 4/2/2012

Property Owner: Virginia Colbeth & Evelyn Plunkett, 206 Fairfield Avenue,
Ridgewood, NJ
Property Location: 21 East Shore Avenue, Pin 260707570675
Appeal Date: 3/12/2012 with Stevens
Board Decision: 3/30/2012 – Based on the testimony and photographs provided, the dwelling grade was changed from C- to E, and the dwelling CDU reduced to average. Stevens made the motion, which was seconded by Mitchell and every member voted in agreement.
R2011 Acct#302269 Orig. Assmt: \$822,850 Adj. Assmt: \$793,520
Mailed date: 4/3/2012

Property Owner: Gay Gallagher, 24 East Shore Ave, Groton
Property Location: 24 East Shore Ave, Pin 260706478664
Appeal Date: 3/10/2012 with Stevens
Board Decision: 3/30/2012 - Based on the review of evidence and testimony submitted, this unique multi-family property on a large lot appears to be appropriately valued. As such, the chairman made a motion for no change in value. Mitchell seconded the motion and all members voted in agreement.
R2011 Acct# 304052 Orig. Assmt: \$773,290
Mailed date: 4/2/2012

Property Owner: David & Joanne Yandow, 276 Lexington Rd, Glastonbury, CT

Property Locations: Parcel 1 - 29 East Shore Ave, Pin 260711570458

Parcel 2 - 0 East Shore Ave, Pin 260711570431

Appeal Date: 3/8/2012 with Stevens

Board Decision: 3/30/2012 – Parcel 1 – The board reviewed the evidence and testimony given and also noted that the subject is a non-updated 1922 dwelling. Stevens made a motion to adjust the grade of the dwelling to C+, and the dwelling CDU from very good to average. The motion was seconded by Mitchell and all members voted in agreement. Parcel 2 - Stevens made a motion for no change in value. The motion was seconded by Duarte and all members voted in agreement.

R2011 – 29 East Shore Ave - Acct# 312255

Orig. Assmt: \$821,870

Adj. Assmt: \$789,040

R2011 – 0 East Shore Ave - Acct# 312254

Orig. Assmt: \$578,970

Mailed date: 4/3/2012

Property Owner: James & Linda Falcone, 1029 Grand Isle Rd, Palm Beach Gardens, FL. Represented by Jayson Falcone

Property Location: 38 East Shore Avenue, PIN 260710478282

Appeal Date: 3/12/12 with Mitchell.

Mitchell made the motion for no change as the property appears to be appropriately valued given the location, size and quality of the dwelling. Stevens seconded the motion and all the members voted in agreement.

R2011 Acct# 303532

Orig. Assmt: \$2,145,080

Mailed date: 4/2/2012

Property Owner: Estate of Rosemary Clayton, c/o Martin Clayton Executor, 909 Tierra Lago Way, Naples, FL
Rep. by Kimberlee McGrath

Property Locations: Parcel 1- 244 West Shore Avenue, PIN 260714343429

Parcel 2 - 42 East Shore Avenue, PIN 260710478045

Appeal Date: 3/17/2012 with Stevens

Board Decision: 3/30/2012 – Parcel 1 - 244 West Shore Ave -The board reviewed the testimony as well as a fee appraisal provided by the appellant. The fee appraisal was unpersuasive to warrant a change in value. Stevens made a motion for no change in value; it was seconded by Duarte and all members voted in agreement.

Parcel 2 - 42 East Shore Ave - The evidence and the testimony submitted do not establish that the property is so difficult to build on to warrant a negative factor, and no additional information was provided to show the restrictions that are reported. Stevens made a motion for no change in value, which was seconded by Duarte and all members voted in agreement.

R2011 Acct# 302226

Orig. Assmt: \$850,500

R2011 Acct# 302225

Orig. Assmt: \$653,240

Mailed date: 4/2/2012, both decisions.

Property Owner: John & Mary Touhy, P.O. Box 3490, Groton, CT
 Property Location: 60 East Shore Avenue, PIN 260710468534
 Appeal Date: 3/14/2012 with Mitchell
 Board Decision: 3/30/2012 –The board noted that there had been no interior inspection by the revaluation company/assessor; however no evidence was submitted by the appellant to support their opinion of an alleged lower grade, condition and CDU. Stevens made a motion for no change to the value and was seconded by Mitchell. The motion passed unanimously.
 R2011 Acct# 311323 Orig. Assmt: \$851,130
 Mailed date: 4/2/2012

Property Owner: David & Lucy Bryson, 78 East Shore Ave, Groton
 Property Location: 82 East Shore Ave, PIN 260710456896
 Appeal Date: 3/6/2012 with Mitchell
 Board Decision: 3/30/2012 – The appellant provided photographic evidence and Mitchell made an interior inspection of the dwelling. Mitchell made a motion to change the dwelling grade from B to C-, change the condition from average to fair and the CDU from good to fair. The motion was seconded by Stevens and all the members voted in agreement.
 R2011 Acct# 301496 Orig. Assmt: \$822,640 Adj. Assmt: \$700,140
 Mailed date: 4/3/2012

Property Owner: H Clifford & Prudence Parris, 123 Richmond Hill Rd., New Canaan, CT
 Property Location: 106 East Shore Ave, PIN 260710457522
 Appeal Date: 3/8/2012 with Stevens
 Board Decision: 3/30/2012 - Based upon the lack of supporting evidence submitted by the appellant, the testimony is insufficient to support the allegation that his property has decreased in value. The value determination by the assessor appears to be at market. Stevens made a motion for no change in value and it was seconded by Duarte and supported by all members present.
 R2011 Acct# 308480 Orig. Assmt: \$873,180
 Mailed date: 4/2/2012

Property Owner: Janice King & Gerard S. Marsan Trustees, 425 Center Street, So. Easton, MA
 Property Location: 116 E. Shore Avenue, PIN 260714448809
 Appeal Date: 3/17/2012 with Stevens
 Board Decision: 3/30/2012 – The owner disputed the land value. The board noted that there is already a -5% influence factor for shape and size applied to the land. The board noted that the value is supported by land sales and by other values in the area. As the value of the land is supported by valid sales of vacant property in GLP, Stevens made the motion for no change in value and was seconded by Duarte, to which all members voted in agreement.
 R2011 Acct# 307026 Orig. Assmt: \$667,170
 Mailed date: 4/2/2012

Property Owner: Peter & Sandra Hines, 561 Noank Road, Mystic
 Property Location: 134 East Shore Avenue, PIN 260714447301
 Appeal Date: 3/17/2012 with Mitchell
 Board Decision: 3/30/2012 - Mitchell made a motion for no change in value, which was seconded by Stevens and all the members voted in agreement.
 R2011 Acct# 305106 Orig. Assmt: \$707,350
 Mailed date: 4/2/2012

Property Owner: Ann Daddario, 250 Fairhill Lane, Suffield, CT
 Property Location: 156 East Shore Avenue, PIN 260714436846
 Appeal Date: 3/17/2012 with Stevens
 Board Decision: 3/30/2012 – Stevens made a motion for no change as nothing was provided in the appraisal or by testimony to support a reduction in value. Seconded by Duarte, all members voted in agreement.
 R2011 Acct# 302668 Orig. Assmt: \$1,069,670
 Mailed date: 4/2/2012

Property Owner: Earnest Melanson Trust, Rep. Barbara Melanson, Trustee
 Property Location: 2 Ridge Road, Pin 260710454862
 Appeal Date: 3/14/2012 with Stevens
 Board Decision: 3/30/2012 - Based upon the valid purchase price of \$399,000 in October 2010, the town's current value of \$388,000 appears to an accurate representation of market value. A motion for no change was made by Stevens and seconded by Duarte. The motion passed unanimously.
 R2011 Acct# 307356 Orig. Assmt: \$271,810
 Mailed date: 4/2/2012

The minutes for deliberations held on March 20, March 21, March 22, March 24, March 26, March 28, March 30 and April 3, 2012 were reviewed and any necessary amendments and adjustments were made. Stevens made a motion on April 3, 2012 to approve the minutes and was seconded by Duarte. The motion passed unanimously.

Motion to adjourn was made at 4:03 by the chairman. It was seconded by Duarte and all the members voted in agreement.

Respectfully submitted,

Fauna Eller
 Asst. Assessor
 Clerk to board